**Jamestown Elementary School PTA**

**Meeting Minutes**

**Tues., Jan. 3, 2023**

**7:00 pm**

1. **Welcome & Administrative Matters** (NTE 10 minutes) – Erin Baynham
   1. Introductions
   2. *Action Item* -- Approval of agenda - APPROVED
   3. *Action Item* -- Approval of November 2022 meeting minutes – APPROVED
      * *29 attendees via Zoom*

1. **Principal’s Report** (10-15 minutes) – Michelle McCarthy
   1. Thank you for all of the holiday events during the month of December (i.e., cookie exchange, holiday gift drive, winter concert)
   2. Extended Day – there will be a new full-time supervisor in the upcoming weeks
   3. Bus 624 – Beginning Jan. 4th, students on bus 624 will be split between 2 different bus routes (bus 612 and 620).
   4. There will be no enrichment program for the winter session. We are looking for a new vendor/plan and hope to have one in time for the spring session
   5. End of January – Hena Khan, children’s book author will visit all classes
   6. Midyear testing – Dibels, math inventory (grades 2-5), growth assessment (grades 3-5 will be 1/9 – 1/11)
2. **Volunteers’ & Officers’ Reports** (NTE 45 minutes)
   1. Internal Relations – Maura Woosley
      * Enrichment Program - Maura and team are working on an adequate replacement
      * School Play – What Happened After Once Upon a Time
        + Rehearsals start in a few weeks
        + Mar 9th – daytime performance, Mar 10th and Mar 11th – evening performances
      * Junior Great Books – books have been ordered and delivered to teachers. Starts week of 1/16. Program came in under budget.
   2. Community Relations – Trish Madden
      * Bowling night in November was a success (and will hopefully be an annual event) – thank you, Liz Milans!
      * Ice Skating Night – Jan. 20
        + 5:50-6:50pm in Ballston
        + ~130 skaters have signed up. There is still space (capped at 200 skaters)
        + This is not a drop off event
      * Save the Date: Bingo Night – March 15
      * Should JES consider an opportunity to donate food?
        + JES 3rd graders are donating uneaten fruit for Jamestown staff and students and WMS is participating in a food bus program to donate untouched/unopened food to AFAC
        + Will need to further discuss with Trish and Community Service Leaders (Molly and Lindsay).
        + Angela will look into what is being done at WMS
        + Sara Starck supported a similar initiative at Cardinal/McKinley and is willing to help
   3. Communications – Cara Richardson
      * Information for newsletters is due by 5pm the Wednesday of the newsletter - email: [newsletter-editor@jamestown.org](mailto:newsletter-editor@jamestown.org)
      * Directories have been delivered and can also be accessed via the app (thank you Charlee Hess!)
      * Poetry journal – there will be a contest for kids to design the cover for the poetry journal. More information to come in an upcoming newsletter.
   4. Fundraising – Margaret Taubin
      * VCO Orthodontics Fundraiser – Jan. 16 – 20
        + Make an appointment for Invisalign/braces - $500 savings and $500 donation towards the PTA
      * Taco Bamba – raised ~$300
      * Lee Heights Shopping event – raised ~$500
      * Winter Auction Update (Caroline Dana)
        + Raffle items have been received – more information to come
        + Ticket prices increase as of Feb. 1st
        + Still looking for donations
      * Do not forget our everyday fundraiser opportunities! Harris Teeter, Box Tops, Mabel’s Labels, Amazon Smile
      * Whitehouse ornaments raised ~$625
   5. Treasurer – Angela Cocker
      * Dec. 31, 2022, ending balance - $42,980.08
        + We started the year at $69,283.08 (Jul 1, 2022) – major fundraising occurs in Winter/Spring (winter gala and spring fair)
        + Paid initial deposit for school play, paid CPA for the IRS filing
        + January will have lot of Winter Auction activity
   6. President – Erin Baynham
      * Jan. 12th – WMS info night for rising 6th graders (in person)
      * Feb. 23rd – yearbook group photo day
      * Feb. 25th – Winter Auction
      * School board approved 2023-2024 calendar (Revised Option 2)
        + Aug. 28th start date
      * Next PTA Meeting – Feb. 7th (virtual)

1. **Other Business** – n/a
2. **Adjourn** (7:50pm)